

Requests for Funds (RFFs); Creating, Submitting, Approval & Status

Click the **Login** link from the left menu bar to login with your Login ID and Password.

Click **Funding Applications** from the left menu bar.

On the **Funding Applications** page, make sure that the correct fiscal year and **Last Approved Applications** are selected from the dropdown menus.

Click **Refresh View**. If no data is returned, your funding application has not yet been approved and you may not create **Requests for Funds (RFFs)**.

Otherwise, Click the blue link for the appropriate funding source (i.e., **Consolidated Application, Competitive Application, IDEA Application**, etc.)

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Funding Applications

2007 Last Approved Applications Refresh View

First, Make Choices, Then Click

Fiscal Year	School District Improvement Status
2007	Not Available

Second, Click One

Funding Application	Revision	Status	Status Date
Consolidated Application	11	NDE Executive Director Approved	5/2/2007
Competitive Application	3	NDE Reviewed	5/4/2007

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Click **RFFs** from the left menu bar. This will bring you to the **Available Grants for {Insert Name} Applications** page. This page displays all approved grants in this application.


NOTE on Approved Spending Plan (Budget): You must have an approved Spending Plan Amount (budget) for at least the amount of cumulative RFFs amounts or you will not be able to submit the RFF. For example, suppose:

New Allocation is \$50,000

Carry Over is \$7,125


Current **approved Spending Plan Amount** is for new only: \$50,000

You would only be able to submit RFFs up to \$50,000. If you tried to submit RFFs for \$50,495; \$55,670; etc., you would receive an error message that you have exceeded the approved **Spending Plan Amount**. In this case, submit a **Revision** (see **Funding Applications; Spending Plan** section), wait for NDE approval, and then you would be allowed to submit RFFs up to \$57,125 in this example.



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Available Grants for Consolidated Application

*** **NOTE:** Your RFFs may not exceed these amounts. ***

Grant	*Spending Plan Amount	Total Available Amount	Received Amount	Net Available Amount	End Date
Title I	\$10,126,483.57	\$10,126,483.57	\$6,012,809.41	\$4,113,674.16	6/30/2007
Neglected, Title I	\$0.00	\$0.00	\$0.00	\$0.00	6/30/2007
Delinquent, Title I-D	\$0.00	\$0.00	\$0.00	\$0.00	6/30/2007
Migrant Education, Title I-C	\$66,386.59	\$66,386.59	\$36,542.76	\$29,843.83	6/30/2007
School Improvement, Title I	\$1,216,092.25	\$1,216,092.25	\$771,290.01	\$444,802.24	6/30/2007
Comprehensive Reform,	\$27,252.77	\$27,252.77	\$6,443.93	\$20,808.84	6/30/2007
Teacher/Principal Training & Recruiting, Title II-A	\$2,581,408.31	\$2,581,408.31	\$1,493,591.90	\$1,087,816.41	6/30/2007
Enhancing Education Through Technology, Title II-D	\$120,907.19	\$120,907.19	\$94,025.50	\$26,881.69	6/30/2007
LEP, Title III	\$1,313,596.15	\$1,313,596.15	\$558,884.68	\$754,711.47	6/30/2007



First, Click

Second, Click One

Click the blue link for the **Grant** for which you would like to submit (or approve) RFFs. In the above example, the **Migrant Education, Title I-C** grant is selected. This will bring you to the **RFF Summary** page for this grant, displaying any existing RFFs for the project. Additionally, you will see the blue link **Click Here to Create a New RFF**.

Are all Existing RFFs Released for Payment? You should check the status of existing **RFFs** before creating new **RFFs**. If prior **RFFs** are not in **Released for Payment** status, check to see if they are waiting for approval from the District User who created the **RFFs** or the School District Fiscal Representative. If you need to approve an existing **RFF**, Click the blue link on the **Request Date** of the **RFF** that you would like to approve. This will bring you to the **RFF** page, where you will be able to view the **RFF** and approve; or return unapproved to be modified. Click the button indicating the appropriate action.

If the **RFF** is waiting on NDE approval, please allow at least 2 weeks for normal processing time before contacting your NDE program contact to inquire as to the approval status.

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RFFs Summary - Migrant Education, Title I-C

Migrant Education, Title I-C - FY 2007

Project Number: 16-011-516-2007

C.F.D.A.#: 84.011

Project End Date: June 30, 2007

Final Allocation: \$66,386.59

Spending Plan Amount: \$66,386.59


Refunds: \$0.00

Existing RFFs					
Amount	Request Date	Status	Status Date	Voucher #	Print
\$13,282.99	April 16, 2007	Released for Payment	4/24/2007	300 656181	Print
\$7,955.29	February 16, 2007	Released for Payment	3/9/2007	300 641470	Print
\$15,304.48	December 8, 2006	Released for Payment	12/18/2006	300 617481	Print

[Click Here to Create a New RFF](#)


[Return to the Project Selection screen](#)

Creating a New RFF: To create a new **RFF**, Click the blue link ***Click Here to Create a New RFF***. This will bring up a blank **RFF** for you to fill out. Most of the fields are pre-populated for you. As a general guide, fields with black labels cannot be modified, fields with gray labels can be modified but are defaulted to a valid value so this is not necessary, and fields with red labels require data entry.



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RFFs Summary - Migrant Education, Title I-C

[Washoe County SD \(16\)](#) Migrant Education, Title I-C - FY 2008



Project Number:	16-011-516-2008
C.F.D.A.#:	84.011
Project End Date:	June 30, 2008
Final Allocation:	\$58,275.58
Spending Plan Amount:	\$58,275.58
Refunds:	\$0.00

Existing RFFs					
Amount	Request Date	Status	Status Date	Voucher #	Print
\$5,589.72	October 12, 2007	School District Fiscal Representative Approved	10/12/2007	Not Yet Assigned	

[Click Here to Create a New RFF](#)

[Return to the Project Selection screen](#)

As you fill out the form, the system may prompt you to enter other data that has become necessary based on the data you entered elsewhere on the **RFF**.



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Request For Funds

Migrant Education

1. General Information:

Project Number: 16-011-516-2007

C.F.D.A. #: 84.011

2. Fiscal Summary:

A. Final Allocation: \$66,386.59

B. Amount Approved *(in most current spending plan):* \$66,386.59

C. Disbursements for Period Ending May 8 2007

(1) Cash Received: \$36,542.76

(2) Disbursements of Cash:

(a) Disbursements Previously Reported \$34,542.76

(b) Disbursements for This Period \$0.00

TOTAL \$34,542.76

(3) Cash Balance on Hand: *(2C1 minus 2C2)* \$2,000.00

D. Project Cash Available: *(2B minus 2C1)* \$29,843.83

Click, Then Fill In
(Unshaded) Data
Entry Fields

Fill in the **RFF** with appropriate data from your accounting system, as applicable.

Justification of Need:

Explain need for monthly request in excess of 10% of the Amount Approved (2B)
and/or

Explain need for additional funds if Cash Balance on Hand (2C3) exceeds 10% of the Amount Approved (2B):

Count Characters

[ADD/VIEW COMMENTS \(0\)](#)

As required by the Cash Management Improvement Act (codified as 31 CFR part 205 and 34 CFR 80.20 and 80.21), cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance With the Cash Management Improvement Act and 34 CFR 80.20 and 80.21. For cash requests submitted in July, August or September from a previous year grant, the entity certifies that the underlying obligations were made prior to June 30. Additionally, by submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement.

Spell Check

Submit for Approval

Save

[Return to the Project Details screen](#)

When you are ready to submit, Click ***Submit for Approval***.

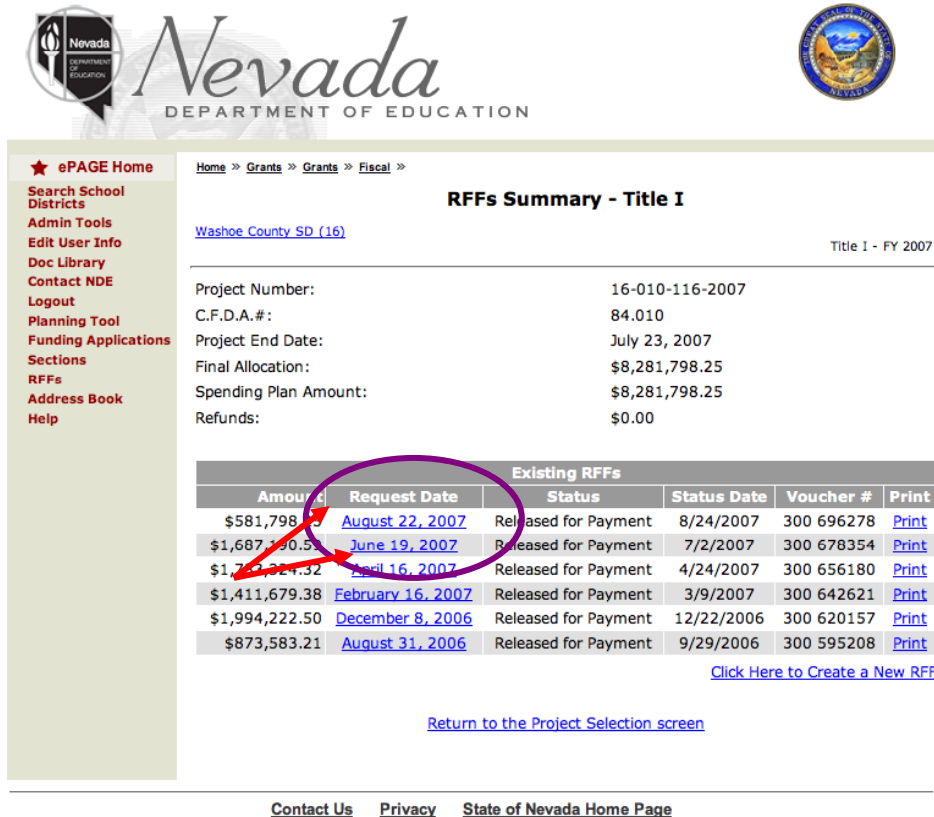
The ***School District Fiscal Representative*** will receive an e-mail that there is an RFF that requires approval. The ***School District Fiscal Representative*** will then need to ***Login to Approve*** this ***RFF***. The ***RFF*** will then be automatically forwarded to NDE Consultant for approval and payment.

NOTE: If the person preparing the ***RFF*** for approval is the ***School District Fiscal Representative***, Fiscal Representative approval will be automatically added to the ***RFF***, and the ***RFF*** will then be automatically forwarded to NDE Consultant for review and approval.

You may check the status of the **RFF** at any time by Clicking **RFF**

Click the blue link for the appropriate grant

You will be taken to the **RFF Summary** page.



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RFFs Summary - Title I

Washoe County SD (16) Title I - FY 2007

Project Number: 16-010-116-2007
C.F.D.A.#: 84.010
Project End Date: July 23, 2007
Final Allocation: \$8,281,798.25
Spending Plan Amount: \$8,281,798.25
Refunds: \$0.00

Amount	Request Date	Status	Status Date	Voucher #	Print
\$581,798.00	August 22, 2007	Released for Payment	8/24/2007	300 696278	Print
\$1,687,190.50	June 19, 2007	Released for Payment	7/2/2007	300 678354	Print
\$1,700,324.32	April 16, 2007	Released for Payment	4/24/2007	300 656180	Print
\$1,411,679.38	February 16, 2007	Released for Payment	3/9/2007	300 642621	Print
\$1,994,222.50	December 8, 2006	Released for Payment	12/22/2006	300 620157	Print
\$873,583.21	August 31, 2006	Released for Payment	9/29/2006	300 595208	Print

[Click Here to Create a New RFF](#)

[Return to the Project Selection screen](#)

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You can see where the **RFF** is in the process by looking at the **Existing RFFs Status** column.

Click on the blue link for **Request Date** if you wish to see the further information regarding the status.

You will see a page similar to below:

The screenshot shows a web interface with a left sidebar and a main content area. The main content area has a blue header with the text "ADD/VIEW COMMENTS (0)". Below this is a paragraph of text explaining the Cash Management Improvement Act. Underneath the text is a table with three columns: "Date", "User", and "Status". The table contains four rows of data. Below the table is a blue link "Return to the Project Details screen" which is circled in purple. A red arrow points from the bottom left of the screenshot to this link. At the very bottom of the screenshot, there is a footer with the text "Contact Us Privacy State of Nevada Home Page".

[ADD/VIEW COMMENTS \(0\)](#)

As required by the Cash Management Improvement Act (codified as 31 CFR part 205 and 34 CFR 80.20 and 80.21), cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance With the Cash Management Improvement Act and 34 CFR 80.20 and 80.21. For cash requests submitted in July, August or September from a previous year grant, the entity certifies that the underlying obligations were made prior to June 30. Additionally, by submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement.

Date	User	Status
8/24/2007 9:59:21 AM	Renee Rupert	Released for Payment
8/23/2007 7:24:50 AM	Kathy St. Clair	NDE Grants Management Approved
8/22/2007 10:07:52 AM	Rob Luna	School District Fiscal Representative Approved
8/17/2007 1:49:49 PM	Tracy Hodge	Draft Completed

[Return to the Project Details screen](#)

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This shows the progress of the RFF so you can know where it is (or how long it took for any steps to be completed) at any time in the approval process.

Click the blue link ***Return to the Project Details*** page to repeat the process for another grant.

When done, ***Logout*** at the left menu bar.

Transferred Funds:

If you have exercised the transferability provisions of NCLB, this will effect your **RFFs**. (See the **Funding Applications** section for information on how to **Transfer Funds**.)

In **Funding Applications, Allocations**, we have transferred funds in the program below.

From the **Requests for Funds** page of a grant with transferred funds:
Click the blue link **Transferability Pro-Ration Percentages**.

A. Estimated Requirements for Period Ending: January 25 2008

(1) Estimated Amount Needed for Next Period:	\$75,000.00
(2) Less Cash on Hand at End of Past Period: (2C3)	\$(411,248.81)
(3) Net Amount of Cash Required: (3A1 minus 3A2)	\$486,248.81

Justification of Need:

Explain need for monthly request in excess of 10% of the Amount Approved (2B)
and/or

Explain need for additional funds if Cash Balance on Hand (2C3) exceeds 10% of the Amount Approved (2B):

This draw is for 6 months; therefore it is greater than 10%.

Count Characters

[TRANSFERABILITY PRO-RATION PERCENTAGES](#)

[ADD/VIEW COMMENTS \(0\)](#)

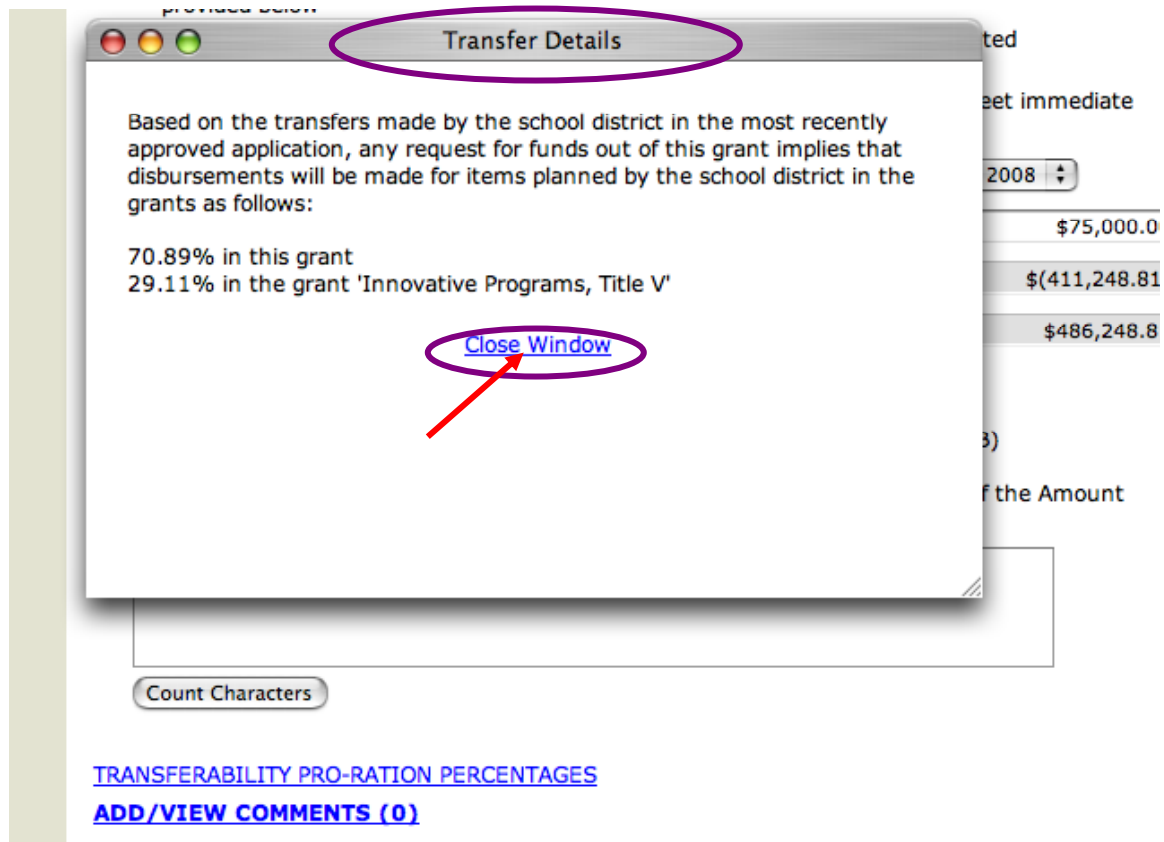
As required by the Cash Management Improvement Act (codified as 31 CFR part 205 and 34 CFR 80.20 and 80.21), cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance With the Cash Management Improvement Act and 34 CFR 80.20 and 80.21. For cash requests submitted in July, August or September from a previous year grant, the entity certifies that the underlying obligations were made prior to June 30. Additionally, by submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement.

Spell Check Submit for Approval Save Delete

You will see a pop up menu similar to the following:

Read, and make note for your accounting records as needed.

NOTE: When you start a new RFF for a program that has funds transferred out, this pop up menu will come up automatically.



The message above states the percentages of funds that will be disbursed for use in each grant. **When transferability is exercised, the system automatically calculates the RFF percentages for each grant**, as stated in the above pop up window.

In the above example, if the RFF were for \$100.00 then:

\$70.89 would be disbursed from Title IIA for Title IIA expenses

\$29.11 would be disbursed from Title IIA for Title V expenses

Click **Close Window**

Continue working on the **Requests for Funds** page, as applicable.

When done, **Logout** at the left menu bar.